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Secretariat

7 September 2005

Information circular*

To: Members of the staff of the Secretariat at Headquarters

From: The Under-Secretary-General for Management

Subject: **Special arrangements for reporting to duty during the High-level Plenary Meeting of the sixtieth session of the General Assembly (14-16 September 2005)**

1. On 14, 15 and 16 September 2005, the United Nations will host the High-level Plenary Meeting of the sixtieth session of the General Assembly. During these three days, an unprecedented number of heads of State and other high-level officials will visit Headquarters, calling for extraordinary security measures, including a full security check of every person entering this Secretariat complex, excluding annexes.

2. Staff members are requested to cooperate fully with the heightened security measures to be implemented during these three days in order to ensure smooth operations and to ease congestion at security checkpoints. The following provisions will apply for staff members during this period:

(a) **On Wednesday, 14 September 2005,** the opening day of the High-level Plenary Meeting, only staff members who are asked by their supervisor to report for duty should do so. Staff members who are not required to report for duty on that day will not be charged annual leave. Staff members who report for duty will receive one day of compensatory time off;

(b) **On Thursday and Friday, 15 and 16 September 2005,** staff members who are not required to report for duty on 14 September 2005 may consider taking annual leave, and managers are encouraged to approve such annual leave, subject to exigencies of service;

(c) **For all three days,** it is recommended that staff members reporting for duty plan to arrive at Headquarters before 8 a.m.

3. A separate information circular will be issued shortly detailing additional security arrangements during the High-level Plenary Meeting and at other times during the sixtieth session of the General Assembly.

* Expiration date of the present circular: 30 September 2005.

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